

1. How do I order a transcript?

To order a transcript:

Go to [www.collin.edu](http://www.collin.edu)

Under "Student Resources", click on "Transcripts"

2. Where do I mail a transcript that needs to be turned into Collin?

All official transcripts should be mailed to:

Admissions & Records

PO Box 8001

McKinney, TX 75069-8001

3. How do I apply for admissions?

Go to our website at [www.collin.edu](http://www.collin.edu)

Click on "Admissions" under the "Getting Started" link on the left-hand side of the page

Click on "Apply Online"

**Note: Official transcripts from all colleges/universities are required.**

4. How Do I know the status of my application?

You will receive an email in about two business days. The email will provide your credentials to log into CougarWEB and check your eligibility for registration. Please add [Admissions@collin.edu](mailto:Admissions@collin.edu) to your safe list and keep an eye on your email. Always check your spam and junk folders.

5. I've been told to fill out an Addendum (Educational History form). How do I do that?

The addendum form is located online:

Go to [www.collin.edu](http://www.collin.edu)

Click on "Admissions"

Click on "Forms"

Find Educational History Form "Collin College Application Addendum"

Print it out, fill it out, sign it and fax to 1.972.548.6702

6. How do I know what testing I need?

After you have been admitted, you can come into the office and speak to an Academic Advisor. They will review prior testing results and prior course work and provide you with a testing referral to take to the testing center, if needed.

7. What documents can be faxed?

All documents except transcripts and notarized forms can be faxed to 1.972.548.6702. Include your name, date of birth and/or Campus Wide ID number on all documentation.

8. *Do I really need to provide my high school transcript? I've attended college and don't understand why you need it.*

We sometimes request your high school transcript to document Texas residency. State residency laws are very strict and usually this is the easiest way to show that you are a Texas resident. If you don't want to provide it, we can take the requirement off your admissions list; however, you will need to come into the Admissions & Records Office to document residency some other way. **If you want us to delete the requirement, send us an email to [Admissions@collin.edu](mailto:Admissions@collin.edu) and tell us. Please also provide your CWID and complete legal name.**